



POLICY – PW 13

VEHICLE AND EQUIPMENT USE

APPROVAL DATE:	2010-12-12	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2018-09-10; 2021-10-25	REVIEW DATE:	2026

POLICY STATEMENT

To establish the rules and regulations for Employees whom utilize and operate Village of Marwayne owned and/or leased vehicles and equipment.

BACKGROUND

The Village of Marwayne has always provided vehicles and equipment for use as it relates to municipal operation initiatives.

OBJECTIVE

To summarize the ways in which Employees are able to utilize Village of Marwayne owned and/or leased vehicles and equipment.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- Vehicles and equipment, whether owned or leased by the Village of Marwayne, must be used in the conduct of municipal business operations only.
- Vehicles and equipment, owned or leased by the Village of Marwayne, may be utilized to assist community groups upon request. Requests from community groups may be carried out free of charge at the discretion of the CAO and Council.
- Vehicles and equipment, owned or leased by the Village of Marwayne, may be rented to members of the general public at the rates established under the Fees and Charges Bylaw. These rates include the cost of equipment and the operator. Members of the general public are not permitted to operate any vehicle or equipment owned or leased by the Village of Marwayne.
- Use of Village of Marwayne owned or leased equipment by any other person besides an Employee is considered theft and shall be enforced accordingly.
- Use of Village of Marwayne owned or leased equipment is restricted to the municipal boundary. Usage outside of the Village limits must first be approved by the CAO.
- Any complaints received by the public pertaining to the usage of Village of Marwayne owned or leased vehicles and/or equipment shall be formally investigated by the CAO. Verbal and/or written warnings may be



issued at the discretion of the CAO following the formal investigation. Depending on the severity of the incident, an Employee may be subject to more severe consequences, up to and including, termination.

- Personal use of the Village of Marwayne's public works shop and garage is subject to prior approval by the CAO.
- Employees must conduct a pre-trip inspection in writing for the use of any vehicle or equipment owned or leased by the Village of Marwayne as a means of complying with all safety policies and Occupational Health and Safety regulations.
- Employees must never leave Village vehicles and/or equipment unattended. Employees must always take the keys for vehicles and/or equipment out of the unit when it is not in operation.
- Employees must adhere to the rules of the road and drive Village of Marwayne vehicles and equipment with due diligence. Any traffic infractions while operating Village owned equipment is the responsibility of the driver of the vehicle.
- Any vehicle and/or equipment deemed unsafe for operation shall not be used by an Employee and must be immediately scheduled for repair after notifying the CAO.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant

EXEMPTIONS



Subject to approval by the CAO, Employees may be able to take a municipally owned vehicle to their residence on evenings and/or weekends, on a case by case basis.